



PR/118509 | Sales & Customer Success

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1584357

業種

不動産仲介・管理

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2026年05月26日 14:04

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job Overview

A Japanese real estate agency is seeking a **Lettings Sales Executive (with Customer Support responsibilities)**. This position allows you to leverage your corporate sales experience while also engaging in operational tasks such as property viewings and move-in coordination.

Salary

Annual salary: **£25,000**

Employment Type

Full-time, permanent

Working Hours

09:00–17:00

Five days per week (Monday–Saturday)

Location

Central London

Job Responsibilities Sales & Account Management

- Respond to enquiries from clients seeking rental properties (corporate and individual) via phone and email
- Conduct needs assessments and propose suitable properties
- Arrange property introductions and viewing schedules
- Build relationships with landlords to secure new property listings
- Negotiate with landlords and provide regular updates on property status

Customer Support & Operations

- Support reference checks and preparation of necessary documents for tenancy agreements
- Coordinate move-in arrangements (key handover, move-in setup, etc.)
- Provide ongoing tenant support during the tenancy period, including issue resolution and general enquiries
- Take property photos and assist with marketing materials

Administrative & System Tasks

- Input and manage client information in internal systems
- Prepare various documents and handle administrative tasks

Requirements

- Corporate sales experience or new business development experience (intangible products welcome)
- Interest in customer support and client-facing operations
- Basic IT skills (Excel, Word, PowerPoint)
- Strong communication skills
- Ability to work proactively and independently

Language Skills

- English: Business level
- Japanese : Fluent

#LI-JACUK #KK

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会社説明